

**TECHNOLOGY SCOPE AND SEQUENCE  
DRAFT V**

**Corrections: Mathias, Palacio, Grogan, Payne, Williams, Laitman, Lorber**

**Kindergarten**

***Introduced***

Know/name parts of computer (monitor, keyboard, mouse, etc.)  
Lexia (phonemic awareness)  
Log onto computer  
Microsoft Paint  
Left-click mouse

***Mastered***

Keyboard: arrows, backspace, delete and backspace

**First Grade**

***Introduced***

Format text (bold, italics, underline)  
Select/change font and text size  
A+ (math)  
Wiggle Works (literacy)  
Lexia (phonemic awareness)  
Stationery Studio (letter writing)  
Real-Ebooks  
Remember and enter username  
Use shift key  
Know/name parts of computer (monitor, keyboard, mouse, etc.)  
Turn computer on, log off, shut down computer

***Mastered***

Left-click mouse

**Second Grade**

***Introduced***

Find and open a saved file  
Save to the appropriate drive/folder  
A+ (math)  
Wiggle Works (literacy)  
Graph Club  
Lexia (phonemic awareness)  
Stationery Studio (letter writing)  
Microsoft Paint  
Real-Ebooks  
Select/change font and text size  
Use drop down menus

***Mastered***

Left-click mouse  
Remember and enter username  
Use shift key  
Know/name parts of computer (monitor, keyboard, mouse, etc.)  
Turn computer on, log off, shut down computer

### **Third Grade**

#### ***Introduced***

Adjust line spacing  
Check grammar  
Check spelling  
Cut and paste  
Insert page numbers  
Use right-click functions  
Use shortcuts (e.g. ctrl-c, ctrl-x, ctrl-v, ctrl-f)  
Use thesaurus  
Keyboard: Type without looking at keys  
Type to Learn  
Right-click mouse  
Real-Ebooks  
Find images/save/insert into document  
Find relevant websites  
Access school website from school/home  
Use multiple search engines  
Use online dictionary  
Use online encyclopedia

#### ***Mastered***

Format text (bold, italics, underline)  
Insert photo  
Insert Word Art  
Select appropriate printer  
Use “save” and “save as” appropriately  
Use drop down menus  
Use print preview  
Use Bronxville ES library reference page

### **Fourth Grade**

#### ***Introduced***

Adjust line spacing  
Find and open a saved file  
Check grammar  
Check spelling  
Create bulleted outline  
Create header and footer  
Use right-click functions  
Cornerstone/Skills Bank (academic assessment)  
Use Edline to view assignments  
Organize files using nested folders  
Transport file (physically via thumb drive, etc.; and virtually via Google Docs, etc.)  
Keyboard: tab  
Keyboard: type without looking at keys)  
Right-click mouse  
PowerPoint: Add animations  
PowerPoint: Add photos  
PowerPoint: Add sound  
PowerPoint: Add text  
PowerPoint: Add transitions  
PowerPoint: Design presentation from template  
Publisher  
Real-Ebooks  
Find relevant websites  
Use multiple search engines  
Use online dictionary  
Use online encyclopedia

Skills Tutor  
Graph Club (Charts)  
Lexia (phonemic awareness)  
Stationery Studio (letter writing)  
Format text (bold, italics, underline)  
Insert photo  
Insert Word Art  
Select appropriate printer  
Use “save” and “save as” appropriately  
Use drop down menus  
Use print preview  
Use Bronxville HS library reference page  
A+ (math)  
Lexia (phonemic awareness)  
Stationery Studio (letter writing)

#### ***Expected on Entry***

Find and open a saved file  
Power up, log on and shut down computer  
Save to the appropriate drive/folder  
Select/change font  
Bookmark and Wiggle Works (literacy)  
Keyboard: arrows, backspace, delete and backspace  
Keyboard: tab  
Left-click mouse  
Log onto computer  
Microsoft Paint

#### ***Mastered***

Create header and footer  
Cut and paste  
Format text (bold, italics, underline)  
Insert Word Art  
Select appropriate printer  
Use “save” and “save as” appropriately  
A+ (math)  
Find images/save/insert into document  
Use drop down menus  
Use print preview  
Access school website from school/home

#### ***Expected on Entry***

Save to the appropriate drive/folder  
Select/change font  
Insert photo  
Power up, log on and shut down computer  
Bookmark and Wiggle Works (literacy)  
Graph Club (Charts)  
Lexia (phonemic awareness)  
Keyboard: arrows, backspace, delete and backspace  
Left-click mouse  
Log onto computer  
Microsoft Paint

## **Fifth Grade**

### ***Introduced***

Adjust margins  
Create table and manipulate data  
Create bibliography  
Create bulleted outline  
Insert page breaks  
Insert page numbers  
Insert photo  
Insert table  
Insert text  
Use right-click functions  
Use shortcuts (e.g. ctrl-c, ctrl-x, ctrl-v, ctrl-f)  
Use thesaurus  
Access databases (Sirs, Proquest, etc.) from home  
Use Bronxville HS library reference page  
Noodle Tools (bibliography)  
Download documents  
Use Edline calendar  
Use Edline locker  
Use Edline to view assignments  
Digital storytelling  
Right-click mouse  
SmartBoard Notebook  
SmartBoard  
Bookmark websites  
Evaluate quality of website content  
Find relevant websites  
Use online dictionary

### ***Mastered***

Adjust line spacing  
Check grammar  
Create header and footer  
Cut and paste  
Insert Word Art  
Save to the appropriate drive/folder  
Select appropriate printer  
Use print preview  
Cornerstone/Skills Bank (academic assessment)  
Transport file (physically via thumb drive, etc.; and virtually via Google Docs, etc.)  
Keyboard: tab  
Keyboard: type without looking at keys  
Use online encyclopedia

### ***Expected on Entry***

Access school website from school/home  
Find and open a saved file  
Format text (bold, italics, underline)  
Power up, log on and shut down computer  
Select/change font  
Use “save” and “save as” appropriately  
Use drop down menus  
A+ (math)  
Bookmark and Wiggle Works (literacy)  
Graph Club (Charts)  
Lexia (phonemic awareness)  
Keyboard: arrows, backspace, delete and backspace)  
Left-click mouse  
Log onto computer  
Select, change and remember password  
Real-Ebooks  
Find images/save/insert into document

## **Sixth Grade**

Edline skills will be taught/reviewed in Science; Word skills in English, File management in social studies, Excel in Math; Excel mean, median and mode, and some aspects of Word and file management will be reinforced in technology exploratory. Less emphasis on the “bells and whistles” of PowerPoint will be made and more emphasis on content: powerful images, effective text to support the images and the student’s verbal presentation. “Blogs” may be introduced in sixth grade.

### ***Introduced***

Save file in new format (.rtf, .pdf, earlier version of software, from Mac to PC, etc.)  
Moviemaker  
Complete survey/quiz  
Download documents  
Use Edline to submit homework  
Use Edline calendar  
Use Edline locker  
Use Edline to view assignments  
Participate in online discussion  
Excel: Enter data in cells  
Finale: Add dynamics and articulations  
Finale: Create a document for specified instruments, meter, and key  
Finale: Enter notes using Simple Entry tool  
Garageband: Adjust playback features (instruments, balance voices)  
Garageband: Locate and combine loops  
Digital storytelling  
PowerPoint: Add animations  
PowerPoint: Add photos  
PowerPoint: Add sound  
PowerPoint: Add text  
PowerPoint: Add transitions  
PowerPoint: Design presentation from template  
Know and apply criteria for successful presentations  
Google Docs: file sharing  
Participate in discussion boards

### ***Mastered***

Bookmark websites  
Check grammar  
Create table and manipulate data  
Create bibliography  
Create a chart  
Moviemaker (Storytelling)  
Publisher  
SmartBoard  
Evaluate quality of website content  
Find relevant websites  
Use multiple search engines

### ***Expected on Entry***

Access school website from school/home  
Find and open a saved file  
Adjust line spacing  
Adjust margins  
Check spelling  
Create header and footer  
Create bulleted outline  
Cut and paste  
Format text (bold, italics, underline)  
Insert page breaks  
Insert page numbers  
Insert photo  
Insert table  
Insert text  
Insert Word Art  
Power up, log on and shut down computer  
Save to the appropriate drive/folder  
Select appropriate printer  
Select/change font  
Set tabs  
Use “save” and “save as” appropriately  
Use drop down menus  
Use print preview  
Use right-click functions  
Access databases (Sirs, Proquest, etc.) from home  
Use Bronxville HS library reference page  
A+ (math)  
Bookmark and Wiggle Works (literacy)  
Cornerstone/Skills Bank (academic assessment)  
Graph Club (Charts)  
Lexia (phonemic awareness)  
Send E-mail attachment  
Organize files using nested folders  
Transport file (physically via thumb drive, etc.; and virtually via Google Docs, etc.)  
Keyboard: arrows, backspace, delete and backspace)  
Keyboard: tab  
Keyboard: type without looking at keys)  
Left-click mouse  
Log onto computer  
Microsoft Paint  
Right-click mouse  
Select, change and remember password  
Real-Ebooks  
Find images/save/insert into document  
Use online dictionary  
Use online encyclopedia

## **Seventh Grade**

Grade level recommends emphasis on file management, file locker, folders, compatibility of versions of software (Word and Powerpoint), Mac/PC compatibility issues, use of flash drive, guidelines for effective PowerPoints, discussion features in Edline, blogs. Computer exploratory will focus on more detailed use of Excel.

### ***Introduced***

Photoshop (images)  
Excel: Enter data in cells  
Create blog  
Design website  
Photoshop (images)  
Excel: Enter data in cells  
Create blog  
Design website

### ***Mastered***

Save file in new format (.rtf, .pdf, earlier version of software, from Mac to PC, etc.)  
Moviemaker  
Complete survey/quiz  
Download documents  
Submit homework on Edline  
Use Edline calendar  
Use Edline locker  
Use Edline to view assignments  
Participate in online discussion  
Excel: Create a chart  
Excel: Create pivot table  
Excel: Freeze panes  
Excel: Import data  
Excel: Insert/Delete rows/columns  
Excel: Sort data  
Excel: Track changes  
Excel: Use speech tool  
Excel: Use  $\Sigma$  tool  
Organize files using nested folders  
Transport file (physically via thumb drive, etc.; and virtually via Google Docs, etc.)  
Finale: Add dynamics and articulations  
Finale: Create a document for specified instruments, meter, and key  
Finale: Enter notes using Simple Entry tool  
Garageband: Adjust playback features (instruments, balance voices)  
Garageband: Locate and combine loops  
Digital storytelling  
PowerPoint: Add animations  
PowerPoint: Add photos  
PowerPoint: Add sound  
PowerPoint: Add text  
PowerPoint: Add transitions  
PowerPoint: Design presentation from template  
Know and apply criteria for successful presentations  
Google Docs: file sharing  
Participate in discussion boards  
Bookmark websites  
Evaluate quality of website content  
Find relevant websites

Use multiple search engines

### ***Expected on Entry***

Access school website from school/home  
Adjust line spacing  
Adjust margins  
Check grammar  
Check spelling  
Create table and manipulate data  
Create bibliography  
Create header and footer  
Create hyperlink  
Create bulleted outline  
Cut and paste  
Find and open a saved file  
Format text (bold, italics, underline)  
Insert page breaks  
Insert page numbers  
Insert photo  
Insert table  
Insert text  
Insert Word Art  
Power up, log on and shut down computer  
Save to the appropriate drive/folder  
Select appropriate printer  
Select/change font  
Set tabs  
Use "save" and "save as" appropriately  
Use drop down menus  
Use print preview  
Use right-click functions  
Use shortcuts (e.g. ctrl-c, ctrl-x, ctrl-v, ctrl-f)  
Use thesaurus  
Access databases (Sirs, Proquest, etc.) from home  
Use Bronxville HS library reference page  
E-mail teacher  
Respond to e-mail from teacher  
Send E-mail attachment  
Keyboard: arrows, backspace, delete and backspace)  
Keyboard: tab  
Keyboard: type without looking at keys)  
Left-click mouse  
Log onto computer  
Microsoft Paint  
Right-click mouse  
Select, change and remember password  
Moviemaker (Storytelling)  
Publisher  
SmartBoard  
Real-Ebooks  
Find images/save/insert into document  
Use online dictionary  
Use online encyclopedia

## **Eighth Grade**

Eighth grade teachers recommend focus on file management, file locker, folders, compatibility issues with versions of software (Word and PowerPoint), and use of flash drive, Mac/PC compatibility issues. Science teachers will introduce features of Excel.

### ***Introduced***

Audacity: Podcasting

### ***Mastered***

Excel: Enter data in cells

Moviemaker

Photoshop (images)

Organize files using nested folders

Transport file (physically via thumb drive, etc.; and virtually via Google Docs, etc.)

Create blog

Design website

Bookmark websites

Evaluate quality of website content

Find relevant websites

Use multiple search engines

### ***Expected on Entry***

Access school website from school/home

Adjust line spacing

Adjust margins

Check grammar

Check spelling

Create table and manipulate data

Create bibliography

Create header and footer

Create hyperlink

Create bulleted outline

Cut and paste

Find and open a saved file

Format text (bold, italics, underline)

Insert page breaks

Insert page numbers

Insert photo

Insert table

Insert text

Insert Word Art

Power up, log on and shut down computer

Save file in new format (.rtf, .pdf, earlier version of software, from Mac to PC, etc.)

Save to the appropriate drive/folder

Select appropriate printer

Select/change font

Set tabs

Use “save” and “save as” appropriately

Use drop down menus

Use print preview

Use right-click functions

Use shortcuts (e.g. ctrl-c, ctrl-x, ctrl-v, ctrl-f)

Use thesaurus

Access databases (Sirs, Proquest, etc.) from home

Use Bronxville HS library reference page

E-mail teacher

Respond to e-mail from teacher

Send E-mail attachment

Complete survey/quiz

Download documents

Submit homework on Edline

Use Edline calendar

Use Edline locker

Use Edline to view assignments

Participate in online discussion

Excel: Create a chart

Excel: Create pivot table

Excel: Freeze panes

Excel: Import data

Excel: Insert/Delete rows/columns

Excel: Sort data

Excel: Track changes

Excel: Use speech tool

Excel: Use  $\Sigma$  tool

Finale: Add dynamics and articulations

Finale: Create a document for specified instruments, meter, and key

Finale: Enter notes using Simple Entry tool

Garageband: Adjust playback features (instruments, balance voices)

Garageband: Locate and combine loops

Digital storytelling

Keyboard: arrows, backspace, delete and backspace)

Keyboard: tab

Keyboard: type without looking at keys)

Left-click mouse

Log onto computer

Microsoft Paint

Right-click mouse

Select, change and remember password

PowerPoint: Add animations

PowerPoint: Add photos

PowerPoint: Add sound

PowerPoint: Add text

PowerPoint: Add transitions

PowerPoint: Design presentation from template

Know and apply criteria for successful presentations

Moviemaker (Storytelling)

Publisher

SmartBoard

Google Docs: file sharing

Participate in discussion boards

Real Ebooks

Find images/save/insert into document

Use online dictionary

Use online encyclopedia



## **High School**

### ***Introduced in Ninth Grade***

Finale: Export file to Garageband and iMovie  
Finale: Format page (adjust spacing of staves, measures per line, multi-measure rests, size of staff)  
Finale: Transpose parts, change octaves  
Finale: Upload file to Moodle  
Garageband: Create a podcast  
Garageband: Edit loops  
iMovie: Create a PSA  
Garageband (Podcasting)  
Find secondary sources (Critiques of works, etc.)  
Use online concordance

### ***Introduced in Eleventh Grade***

Use appropriate style format (APA, Chicago, MLA)

### ***Mastered in Ninth Grade***

Know and apply criteria for successful presentations  
Create blog

### ***Mastered in Tenth Grade***

Garageband (Podcasting)  
Find secondary sources (Critiques of works, etc.)  
Use online concordance

### ***Mastered in Twelfth Grade***

Use appropriate style format (APA, Chicago, MLA)

### ***Expected on Entry to High School***

Access school website from school/home  
Adjust line spacing  
Adjust margins  
Check grammar  
Check spelling  
Check word count/readability statistics  
Create table and manipulate data  
Create bibliography  
Create header and footer  
Create hyperlink  
Create nested and block quotations  
Create bulleted outline  
Cut and paste  
Find and open a saved file  
Format text (bold, italics, underline)  
Insert citations: footnotes, endnotes  
Insert page breaks  
Insert page numbers  
Insert photo  
Insert table  
Insert text  
Insert Word Art  
Power up, log on and shut down computer  
Save file in new format (.rtf, .pdf, earlier version of software, from Mac to PC, etc.)

Save to the appropriate drive/folder  
Select appropriate printer  
Select/change font  
Set tabs  
Track changes  
Use “save” and “save as” appropriately  
Use drop down menus  
Use print preview  
Use right-click functions  
Use shortcuts (e.g. ctrl-c, ctrl-x, ctrl-v, ctrl-f)  
Use thesaurus  
View readability statistics/word count  
Access databases (Sirs, Proquest, etc.) from home  
Use Bronxville HS library reference page  
Moviemaker  
Photoshop (images)  
Turn-It-In: Upload and download documents  
E-mail teacher  
Respond to e-mail from teacher  
Send E-mail attachment  
Complete survey/quiz  
Download documents  
Submit homework on Edline  
Use Edline locker  
Use Edline to view assignments  
Participate in online discussion  
Excel: Create a chart  
Excel: Create pivot table  
Excel: Freeze panes  
Excel: Import data  
Excel: Insert/Delete rows/columns  
Excel: Sort data  
Excel: Track changes  
Excel: Use speech tool  
Excel: Use  $\Sigma$  tool  
Organize files using nested folders  
Transport file (physically via thumb drive, etc.; and virtually via Google Docs, etc.)  
Finale: Add dynamics and articulations  
Finale: Create a document for specified instruments, meter, and key  
Finale: Enter notes using Simple Entry tool  
Garageband: Adjust playback features (instruments, balance voices)  
Garageband: Locate and combine loops  
Digital storytelling  
Keyboard: arrows, backspace, delete and backspace)  
Keyboard: tab  
Keyboard: type without looking at keys)  
Left- and right-click mouse  
Select, change and remember password  
SmartBoard Notebook  
Use Word clouds as analysis tool  
PowerPoint: Add animations  
PowerPoint: Add photos

PowerPoint: Add sound

***Expected on Entry to High School (cont.)***

PowerPoint: Add text

PowerPoint: Add transitions

PowerPoint: Design presentation from template

Moviemaker (Storytelling)

Publisher

SmartBoard

Design website

Google Docs: file sharing

Participate in discussion boards

Real-Ebooks

Bookmark websites

Evaluate quality of website content

Find images/save/insert into document

Find relevant websites

Follow Wikipedia discussion threads

Register for websites

Use multiple search engines

Use online dictionary

Use online encyclopedia

DRAFT